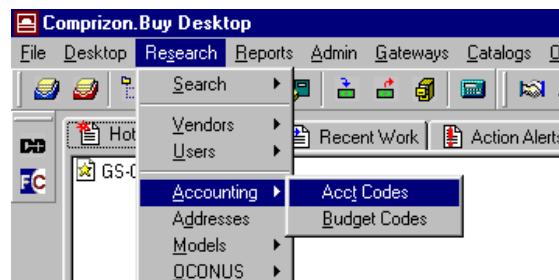


ACCOUNT CODES

ADDING NEW ACCOUNT CODES

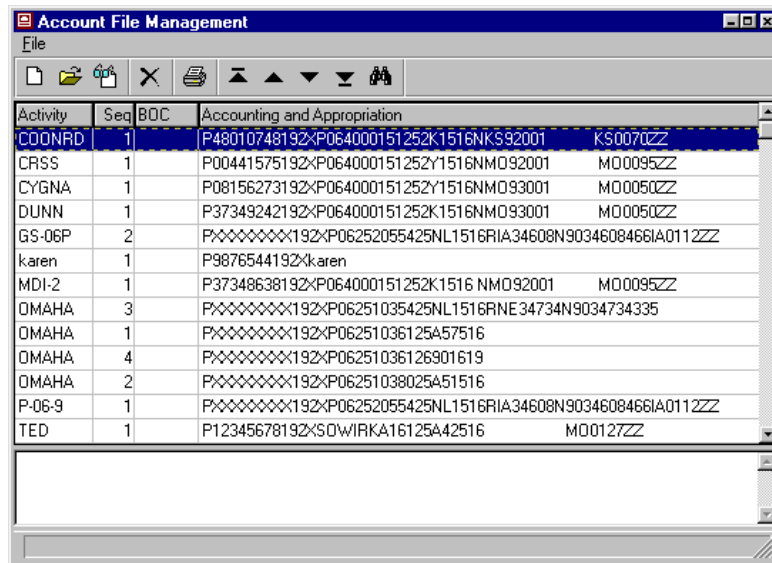
NOTE: *Account codes that the EAS Administrator had previously entered may be found in the Account File Management Browser.*

EAS Desktop



To add new account codes, click  on the desktop menu bar. Or, select “Research,” “Accounting,” and “Acct Codes” from the desktop menu bar.

Account File Management Browser



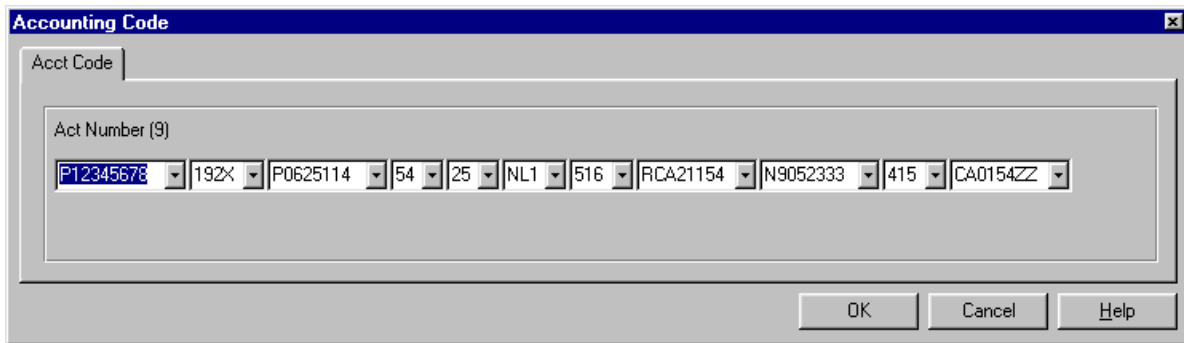
Click on  icon or select "File" and "New" from the *Account File Management Browser* menu bar.

Accounting Data Screen

Enter the following information:

Group Name:	Enter title corresponding to the account.
Group No./Identification:	Leave as is.
Account:	Double-click for breakdown of Accounting and Appropriation.
BOC:	Leave blank.

Accounting Code Data Entry Screen

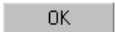
A screenshot of the 'Accounting Code' data entry screen. The window has a title bar 'Accounting Code' and a tab labeled 'Acct Code'. Inside, there is a label 'Act Number (9)' above a series of dropdown menus. The dropdowns contain the following values: P12345678, 192X, P0625114, 54, 25, NL1, 516, RCA21154, N9052333, 415, and CA0154ZZ. At the bottom right of the window are three buttons: 'OK', 'Cancel', and 'Help'.

Enter the following information:


Accounting Classification Codes

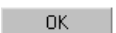
Account Code	Length	Example
ACT#:	9	P12345678
Fund Code:	4	192X
Org Code:	8	P0625114
Budget Activity:	2	54
Object Class:	2	25
Function Code:	3	NL1
Cost Element:	3	516
Project #:	8	RCA21154
CC-A:	8	N9052333
Work Item:	3	415
CC-B:	8	CA0154ZZ

NOTE: If portions of the above accounting classification codes are not needed, the users must leave blank spaces in their place by pressing the <Tab> key to bypass N/A blocks.

When complete, click  .

EDITING ACCOUNT CODES

To edit or change the account code, click  icon. Or select "File" and "Open" from the *Account File Management Browser* menu bar.

Double-click on the "Acct Code" block for a breakdown of Accounting and Appropriation. After correcting the entry, click  .

ADDING ACCOUNT CODES IN ACCOUNT SUMMARY

Customer Requisition Summary Screen

Customer Requisition SHIRLEY-97-0002

File Tools Options Forms Financial

Clipboard Printer Left Arrow Right Arrow Document with Red X Document with Green Checkmark Document with Blue Arrow Document with Magnifying Glass

☐ [Administration](#)

Deliver To:
 Delivery Date: ? FSC: none
 Authorized By:

☐ [Account Summary](#)

Number Codes: 0 Total Amount: \$0.00

☐ [Line Items](#)

Total Number: 1 Total Amount: \$20,520.00

☐ [Routing](#)

No routing information.

Notes

No procurement notes.

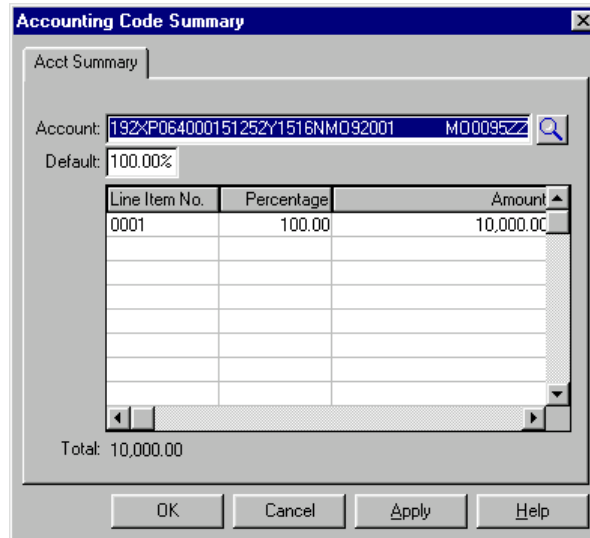
Click on “*Account Summary.*”

Account Summary Management Screen

[illegible]

To enter multiple account lines, click on the  icon on the menu bar to bring up the *Account Code Summary Screen*.


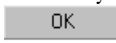
Account Code Summary Screen



The **Accounting Code Summary** dialog box contains the following elements:

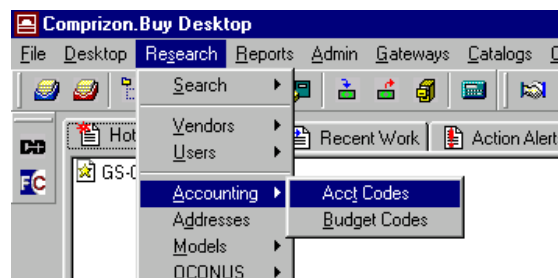
- Account:** A text field containing the account code `192XP064000151252Y1516NMD92001` and a search icon.
- Default:** A text field containing `100.00%`.
- Table:** A table with three columns: **Line Item No.**, **Percentage**, and **Amount**.


Line Item No.	Percentage	Amount
0001	100.00	10,000.00
- Total:** A label at the bottom left showing `Total: 10,000.00`.
- Buttons:** **OK**, **Cancel**, **Apply**, and **Help** buttons at the bottom.

Click on the  icon to search for default account lines, or double-click the account line for funds distribution. Press the <Tab> key to the default percentage and enter 100% or percentage greater than 0.00% (zero). Click  . For additional account lines, repeat the steps above.

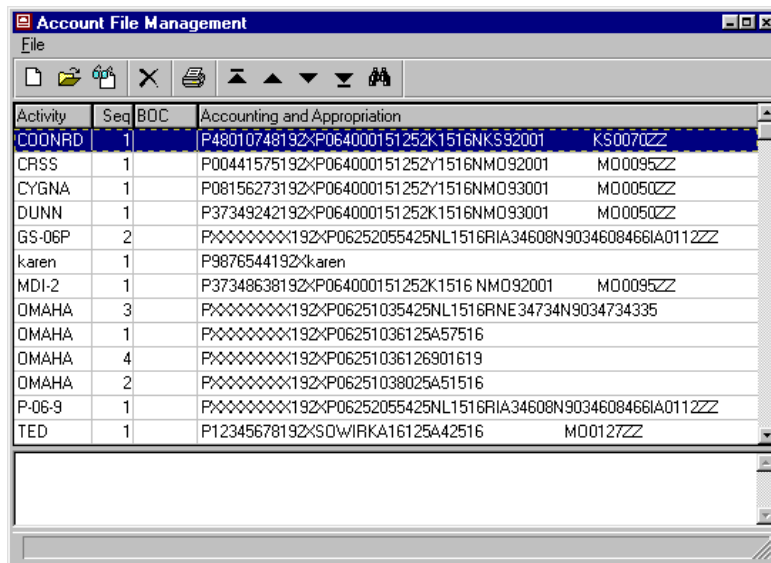
DELETING ACCOUNT CODES

EAS Desktop




To delete account codes, click  on the desktop menu bar. Or, select "Research" from the desktop menu bar and select "Accounting" and "Acct Codes" from the drop-down menu bars.

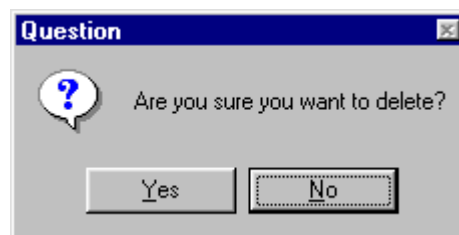
Account File Management Browser



Activity	Seq	BOC	Accounting and Appropriation
COONRD	1		P48010748192XP064000151252K1516NKS92001 KS0070ZZ
CRSS	1		P00441575192XP064000151252Y1516NMO92001 MO0095ZZ
CYGNA	1		P08156273192XP064000151252Y1516NMO93001 MO0050ZZ
DUNN	1		P37349242192XP064000151252K1516NMO93001 MO0050ZZ
GS-06P	2		PXXXXXXXX192XP06252055425NL1516RIA34608N9034608466IA0112ZZ
karen	1		P9876544192Xkaren
MDI-2	1		P37348638192XP064000151252K1516 NMO92001 MO0095ZZ
OMAHA	3		PXXXXXXXX192XP06251035425NL1516RNE34734N9034734335
OMAHA	1		PXXXXXXXX192XP06251036125A57516
OMAHA	4		PXXXXXXXX192XP06251036126901619
OMAHA	2		PXXXXXXXX192XP06251038025A51516
P-06-9	1		PXXXXXXXX192XP06252055425NL1516RIA34608N9034608466IA0112ZZ
TED	1		P12345678192XSOWIRKA16125A42516 MO0127ZZ

To delete an account file, click on the  key. Or select "File" and "Delete" from the *Account File Management Browser* menu bar.

Question Pop-Up Screen



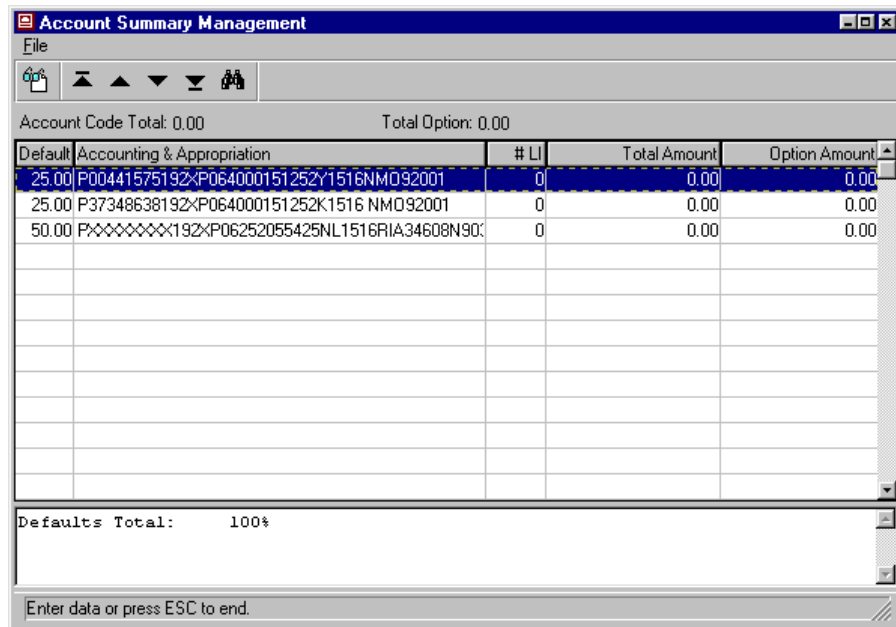
Click "Yes" to confirm, or "No" to cancel.

Deletion Comment Screen



After entering a deletion comment, click on the <Enter> key.

Account Summary Management Browser



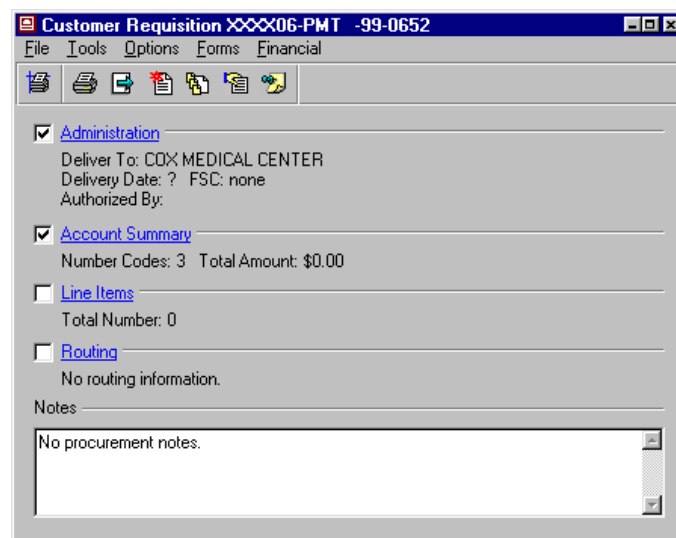
Default	Accounting & Appropriation	# LI	Total Amount	Option Amount
25.00	P00441575192XP064000151252Y1516NMQ92001	0	0.00	0.00
25.00	P37348638192XP064000151252K1516 NMQ92001	0	0.00	0.00
50.00	PXXXXXXX192XP06252055425NL1516RIA34608N90	0	0.00	0.00

Defaults Total: 100%

Enter data or press ESC to end.

When all the entries in the *Account Summary Management Browser* are complete, click on the  button. EAS will return to the *Customer Requisition Summary Screen*.

Customer Requisition Summary Screen



Customer Requisition XXXX06-PMT -99-0652

File Tools Options Forms Financial

☒ Administration
 Deliver To: COX MEDICAL CENTER
 Delivery Date: ? FSC: none
 Authorized By:

☒ Account Summary
 Number Codes: 3 Total Amount: \$0.00

☐ Line Items
 Total Number: 0

☐ Routing
 No routing information.

Notes:
 No procurement notes.

Mark the box next to “Account Summary” to show completed work (optional). Continue the procurement process by clicking on “Line Items.”